

Miranda Shurtleff
Mshurtleff13@gmail.com
Contact: (207) 357-1379

Dear James D. Hodgkin,

I am writing with great interest in the Health Education position at Oak Hill Middle School. As a new and coming educator, I am ready to bring a new look on education, and a great sense enthusiasm as well as teamwork. In May of 2017 I will attain my B.S in Health Education (K-12 certification) this will also include a coaching minor as well. In my educational experiences so far, I have worked in a multiple of setting with a multitude of students. In my practicum experience I was able to work with both a Health Education and Physical Education professional at Mt. Blue High School. This greatly contributed to my knowledge and experience by giving me direct feedback from two professionals in my field. At this experience I was able to teach both physical education and health lessons combined. I taught several lessons, on nutrition and serving sizes, exercise physiology, stress and sleeping, and drug abuse. This was a very great experience where I was able to jump right in and start teaching, and am grateful for the opportunity it gave me.

I am also very interested in getting a dual certification in Physical education, and with already have taken my education requirements, I will apply for this certification after graduation. My student teaching will be completed as of December 2017, and I will also be doing this at Mt. Blue High School but with a different approach of teaching this time around. Three other educators and I will be responsible for creating a whole new curriculum called a 'Flip Curriculum'. This will be a new way of combining health and physical education, so that health is being taught, and then directly applied in the Physical Activity aspect. The students are also more responsible for their own learning and completion. This will be a great opportunity for me to start a curriculum from the ground up, and work together with other great professionals to make a great program, that will only enhance the learning and direct connection with students.

I appreciate your time and consideration in reviewing my materials, and would be more then excited to enjoy your team. Enclosed you will find my resume, sample lesson plan, educational philosophy statement, three letters of recommendation, a copy of my praxis scores, and completed application. I look forward to meeting with you and further discussing my passion for teaching. If you have any questions you may reach me at the above contact information. Thank you and I look forward to speaking with you soon.

Sincerely, Miranda Shurtleff

Miranda Shurtleff
14 Dolloff Street
Peru, ME 04290
Email: Mshurtleff13@gmail.com
Phone: 207-357-1379

Education

2015-2017

University of Maine at Farmington Farmington, ME 04938

- Major: Health Education & Physical Education
- Minor: Coaching
- Health Club member

2012-2015

University of Maine

Orono, ME 04469

- Major: Physical Therapy & Coaching
- KPESO & NEACSM Member

2008-2012

Dirigo High School

Dixfield, ME 04224

- Class Treasurer
- GPA: 3.8
- 3 Sport Athlete and Captain

Job Experience

Sept. 2016- Present

RSU 9 & RSU 10

Title: *Substitute Teacher*

Responsibilities: Work in the absence of a regular teacher to aid students in understanding a subject matter, as well as to provide skills required for programmed lessons and purposeful training for the classroom.

March 2015- Present **Rumford Hospital**

Rumford, ME 04276

Title: Patient Service Representative/ Therapy Assistant/ ER 1on1

Responsibilities: Billing insurance, direct patient care, coding, scheduling, check-ins, charting/chart reviews, director of patient activities, data entry and productivity for Medical Surgical unit, as well as Therapy department, watching over patients who come in with mental illness, helping them and calming them in anyway.

October 2012-2015

Bear Necessities

Orono, ME 04469

Title: Sales Associate & Student supervisor

Responsibilities: Assisting customers with purchases and returns, keeping appeal of store, and training new student employees.

Aug. 2013-May 2014

Kessock Sports Center

Orono, ME 04469

Title: Athletic Training Aide

Responsibilities: Perform acute care for athletes, schedule appointments, and communicate with head Athletic trainer.

Aug.2012-May 2013 **Orono Parks & Recreation** Orono,ME 04473

Title: Rec. Consular & Basketball Coach

Responsibilities: Caring for 20 children age 4-12 after school. Coaching 5th & 6th grade girls basketball to a championship.

Volunteer Work

2012- Current

Girls Travel Team Basketball Coach

Description: Responsible for the growth and development of 5th and 6th grade girls playing basketball.

2014

Adapted PE Teaching Assistant

Description: Grading and giving feedback to other students in a 300 level course. Also conferencing with them on their strengths and weaknesses in teaching.

2011-2014

Assisting High School Basketball

Description: Assisting high school basketball players and coaches with drills and skills with each of the players.

2010

Service/learning trip to Dominican Republic

Description: Fixed local school buildings and gave school supplies and sports equipment to children.

2008-2012

Interact club

Description: Put on events for local kids and seniors.

Related Skills

CPR+AED certified

85 WPM

Proficient in microsoft and apple programs

POS training

Medical terminology

Health Care classes

Insurance Pre-approvals

NAMI Gatekeeper Training



Mt. Blue High School

129 Seamon Rd., Farmington, ME 04938

Telephone: (207) 778-3501
Fax: (207) 778-3564
www.mtbluesd.org

Principal: Bruce Mochamer
Assistant Principal: Todd Demmons
Assistant Principal: Joel Smith

December 22, 2016

To Whom It May Concern,

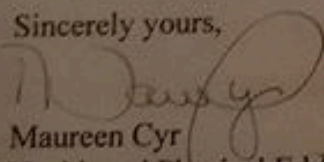
It was my pleasure to have Miranda Shurtleff as a practicum student this past semester. Never have I experienced a student who was able to make true connections with students so quickly and easily. She understands young people and has a quality that makes them feel very comfortable. That being said, she definitely knows how and when to draw that line between teacher and friend.

Miranda understands diversity and worked tirelessly to reach each student where they were physically and was as emotionally in my Advanced Fitness classes. She also has a great deal of knowledge about the principles of physical training and when she shares it with students she does it in a very non threatening way that encourages students to want to be successful.

Miranda will make an excellent teacher because she is passionate about what she teaches and her students. She also is very professional both in her demeanor and her dress. I wish we had an opening here, because I would definitely lobby hard for her to be part of our staff.

This young woman is a quality candidate in all areas and if you have any questions I would be more than willing to talk with you. It is with confidence that I write this recommendation today because I feel very confident about her success as a teacher.

Sincerely yours,


Maureen Cyr
Health and Physical Education Coordinator

Philosophy of Education Miranda Shurtleff

I selected teaching as my profession, because I believe that I am very good at connecting with people, and after all the teachers I had that just lectured at me, and made me hate school, I wanted to find a way to change that for everyone else. I changed my major multiple times, until now, where I feel like I am finally where I belong and have found my fit.

I believe that every kid can find a way to be involved somehow and learn to love what they are doing. It is my job to find that way, and help every teacher do this, to create the best school atmosphere possible. I also want to find new ways to teach health and physical education that is not just learning about sports and diseases, but is tailored to each kid's own life, and that they can take this with them and use it when they are older.

I hope to eventually impact other teachers and students who have been doing things to actually hinder other students learning instead of helping it, like a teacher should be doing. I think being young with all these ideas it would be hard to get along with some of the other teachers that are set in their own ways, but eventually they will see that it actually works out. Students should respond better all-around to how my classroom will be set up, to my policy on homework and responsibility that they will have. They should then be able to see school and education completely different. I hope this is their view in the end, since that is all I ever wanted in my school education

School should be a learning environment and that means more than just sitting in a classroom remembering a bunch of useless facts that will mean nothing to them in life. I want to be that teacher that the students can go to, even if it's not my subject of expertise, and the person they still visit after they have gone off into the world.

LITCHFIELD, SABATTUS, WALES
Regional School Unit # 4
971 Gardiner Road, Wales, Maine 04280

APPLICATION FOR PROFESSIONAL STAFF

The School Committees do not discriminate in the operation of its education and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

Name Shurtleff Miranda Anne
Last First Middle
Address 4 Tolluff Street Home Phone (207) 357-1879
DENV ME 04290 Office Phone 0
City State Zip

I may be contacted () at work (☒) at home (Please check)

LIST OF APPLICATION MATERIALS REQUIRED

A person will be considered an applicant only when the following items are received (check indicates receipt):

- ☒ 1. A letter of application
- ☒ 2. A current resume
- ☒ 3. At least three current letters of reference
- ☒ 4. College/University transcripts
- ☐ 5. A copy of your Maine certificate or evidence that you are eligible for certification in Maine and have submitted an application
- ☐ 6. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)

All application documents listed above must be received for consideration.

CURRENT SCHOOL DISTRICT INFORMATION

Are you presently under contract to a school system? Yes _____ No X

If so, when does your contract expire? _____
 Name of system _____ State _____
 Position _____ Present Salary _____
 Present Benefits _____

MEMBERSHIPS IN PROFESSIONAL ORGANIZATION

Eta Sigma Gamma
Shape America

PROFESSIONAL EXPERIENCE (Please list, beginning with your current or most recent experience.)

Number Years	Dates From/To	Position/Responsibilities	School System
0-1	8/17 - Present	Student Teaching	Mt. Blue HS
1-2	8/16 - Present	Substitute Teaching	Mt. Blue + RSW ID
0-1	10/16 - 12/16	Practicum	Mt. Blue HS

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

Travel team basketball coach for 5th-6th grade girls

CIVIC AND COMMUNITY INVOLVEMENT

Rec Department Chair
 Fitness Center Volunteer
 High School Basketball Volunteer
 Planning Board Member (RSU 56) - New RSU

REFERENCES - Please list the name of three of the people providing the current letters of reference you sent with your initial application and indicate by number which of them best know: (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic or other attainments.

#	Name	Position	Address	Phone
1.	Marcus Cyr	PE Teacher	129 Seaman Rd.	778-3561
3.	Bud Martin	WLF Professor		
2.				

OTHER INFORMATION - The School Committees of RSU # 4 are committed to conducting a thorough screening of applicants for all positions and require the completion of the following questions of all candidates.

	Yes	No
Have you ever been disciplined, discharged or asked to resign from a prior position?	___	<u>X</u>
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	___	<u>X</u>
Has your contract in a prior position ever been non-renewed?	___	<u>X</u>
Have you had your nomination for re-employment not be approved?	___	<u>X</u>
Have you ever been charged with or investigated for sexual abuse or harassment of another person?	___	<u>X</u>
Have you ever been convicted of a crime (other than a minor traffic offense)?	___	<u>X</u>
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?	___	<u>X</u>

Have you ever had a professional license or certificate suspended or revoked in any state; have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?

Yes No

_____ X

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty or required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?

_____ X

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

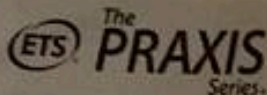
My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the School Committees of RSU # 4 contacts in connection with my employment application to fully provide the School Committees of RSU # 4 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the School Committees of RSU # 4, its agents and officials, Maine School Management Association, or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include committee members, administrators, other staff, and members of the community. I give my consent to this disclosure>

4/28/17
Date

Melinda Anne Shively
Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF RSU # 4, LITCHFIELD, SABATTUS, AND WALES. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.



TEST TAKER SCORE REPORT

Telephone: 800-772-9476 or 609-771-7395

BACKGROUND INFORMATION

Test Taker's Name: SHURTLEFF, MIRANDA
 Social Security Number: S381 Sex: F
 Candidate ID Number: 10761677
 Date of Birth: 07/27/1994

EDUCATIONAL INFORMATION

College Where Relevant Training Was Received: UNIVERSITY OF MAINE FARMINGTON
 Undergraduate Major: HEALTH EDUCATION
 Graduate Major: HEALTH AND PHYSICAL EDUCATION
 Educational Level: JUNIOR (THIRD YEAR)
 GPA: 3.5 - 4.0

SCORE RECIPIENT(S) REQUESTED

Code #	Recipient Name	Code #	Recipient Name
R3506	UNIVERSITY OF MAINE FARMINGTON		

CURRENT TEST DATE: 01/23/2017

Test Code	Test Name	Your Score	Possible Score Range	Average Performance Range**	Score Recipient Code(s) from Current Administration
5551	HEALTH EDUCATION	169	100-200	159-174	R3506 Y

HIGHEST SCORE AS OF: 02/10/2017

Test Date	Test Code	Test Name	Your Highest Score	Possible Score Range	Score Recipient Code(s)
01/23/2017	5551	HEALTH EDUCATION	169	100-200	Y
05/13/2015	5712	CORE ACAD SKILLS FOR EDUC: READING	170	100-200	Y
05/09/2016	5722	CORE ACAD SKILLS FOR EDUC: WRITING	170	100-200	Y
05/13/2015	5732	CORE ACAD SKILLS FOR EDUC: MATH	154	100-200	Y

ETS will retain your score for ten years for reporting purposes.
 ** For more details on Average Performance Range refer to footnote on last page of this score report.
 Message Code: Y = SCORE REPORTED TO RECIPIENT LISTED.



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